

Making Someone a Military Dependent

SPOUSE OR CHILD: Certain family members, such as a spouse or child, are automatically entitled to dependency status.

To seek dependent status for a minor for whom you have legal custody or guardianship, you must bring the minor's birth certificate, and original or certified copies of the guardianship or other relevant court document to Finance. Additionally, you will need to complete DD Form 137, which is available at Finance, requesting financial support for the new dependent. You will next be sent to your unit PAC to complete DA Form 1172 to enroll the dependent in DEERS and obtain an ID card, if needed.

OTHER FAMILY MEMBERS: Other family members, such as a parent, brother or sister, require special review before they can be considered dependents.

To seek dependent status for an adult family member, you must first send the following documents to DFAS, Indianapolis:

(1) Proof (such as copies of cancelled checks) that you provide more than half of the individual's financial support;

(2) Completed DD Forms 137 and 137-3, which are available at Finance.

c. The address to send the complete request is: DFAS, Central Pay Operations, ATTN: FINCP-EAB, Indianapolis, IN 46249-0855.

DFAS will send the proposed dependent a questionnaire verifying your information and their desire to become your dependent. The dependent must sign the questionnaire and have his or her signature notarized. You will then receive notice that DFAS is processing your application. If the proposed dependent is approved, you must bring the approval document to your unit PAC and request a DA Form 1172.

d. In addition to the DA Form 1172, your unit PAC should assist you with family travel, command sponsorship, and other personnel actions for your new dependent.

INSTRUCTIONS FOR ESTABLISHING DEPENDANCY

MILITARY/RETIRED ONLY!

CIVIL SERVICE – CONTACT CPAC; CONTRACTOR – CONTACT COR OR CCK.

IMPORTANT: ALL SIGNATURES MUST BE NOTARIZED (BY LEGAL ASSISTANCE OFFICE OR A NOTARY PUBLIC)

1. Download needed forms from

<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>

2. Fill out DD 137 (if not currently receiving BAH at the 'with dependents' rate) and DD 137-X completely (-3 for parents; -4 for child(ren) born out of wedlock; -7 for a ward of the court). Approval for other categories of dependants (Siblings, aunts, uncles, etc.) are not usually approved. Fill out DD 1172, Section I for you (sponsor), II for new dependent(s). Do not forget item 89, REMARKS, if required. Instructions and notes for completion of this form are at Attachment 3, AR 600-8-14 (AFI 36-3026(I)) on line at www.usapa.army.mil.

3. Make copies of all required court documents, allotments, receipts, etc, to include in the packet. Have finance check forms for correct completion. If for a pt or parent-in-law, enclose copy of sponsor/spouse's birth certificate to verify relationship. If medical condition(s) are involved, recommend you enclose a letter from physician explaining the illness/injury.

4. Write a cover letter explaining your unique situation. Once that has been done, mail entire packet directly to DFAS (DFAS-Indianapolis Center, ATTN: FINCP-EAB, 8899 East 56th Street, Indianapolis, IN 46249-0855

DSN (88) 699-2823/22

COML 317-510-2823/22

FAX 317-510-2331

5. Once approval is received (6-8 weeks after mailing), the approval papers should be brought to this (or any) DEERS/RAPIDS/ID CARD OFFICE.

NOTE: For pre-adoptive status in Korea, provide us with the child's birth certificate (family registration) with English translation, and a document from Korea Eastern Social Welfare and Korean International Social Assistance or the Philippine Department of Social Welfare and Development. These are the ONLY adoption agencies in the Pacific region recognized by the US Government!